



# **Agreements Information Management System (AIMS) User Guide**



April 2006

**Extramural Agreements Division  
Administrative and Financial Management**

## TABLE OF CONTENTS

1. Basic Information About AIMS .....	3
2. Acronyms and Definitions .....	5
3. Icons, Buttons, and Symbols.....	8
4. Key Players and Their Responsibilities .....	9
5. Login Instructions .....	10
6. Adding a New Agreement .....	10
7. Adding the SOW and Budget .....	14
8. Amending an Agreement .....	16
9. Creating a Correction Amendment.....	17
10. Printing an Agreement .....	17
11. Collecting Records .....	18
12. Pre-Award Review and Signatures .....	18
13. Viewing the Status of Records .....	18
14. Tracking Agreements and Deliverables	
o Financial Status and Performance Reports.....	19
15. Expired Agreements.....	19
16. Adding a New Cooperator/Sponsor/Recipient .....	19
17. Appendix A – SOW .....	20
18. Appendix B – Sample Cooperative Agreement Budget .....	23
19. Appendix C – Type of Performing Organization Chart.....	25

## 1. BASIC INFORMATION ABOUT AIMS

### What is AIMS?

- The Agreements Information Management System (AIMS) is the Agricultural Research Services' (ARS) extramural agreements management database. It is the successor system to the Research Agreements Tracking System and is a fully integrated component of the Agricultural Research Information System (ARIS). The system is designed to produce the agreement award package and to serve as a management tool for the Extramural Agreements Specialist/Authorized Departmental Officer (ADO).
- AIMS was initially deployed to the Area offices in March 2004 as the Extramural Tracking System (ETS). ETS was previously used by the ADOs to produce the agreement cover sheet (form REE-451) and to capture agreement data that the Extramural Agreements Division (EAD) is required to report to the Department of Agriculture through the Federal Assistance Awards Database (FAADS).
- AIMS is an enhanced version of ETS that provides the additional capabilities of supporting the agreement process at its point of origination through completion of the award document, in a completely electronic environment.

### What are AIMS capabilities and features?

- AIMS is fully integrated with ARIS. This means that data entered into ARIS during the pre-award review and approval process does not have to be duplicated through a secondary effort. AIMS captures key elements including period of performance, project number, Authorized Departmental Officer Designated Representative (ADODR) name, and some elements of the Statement of Work (SOW) from forms AD-416/417.
- AIMS eliminates the paper intensive process of developing extramural agreement request package through several different software applications. It also streamlines development and submission of extramural agreement request packages from the Location to the Area office through a single electronic system application.
- AIMS includes a program management review and approval feature of the actual project SOW and budget before the request for award is submitted to the Area Extramural Agreements Specialist for execution.
- AIMS reduces the potential for error in the development and formulation of agreements and ensures accuracy in references to applicable statutes, regulations, and payment options through a system of edits and hard coded data fields determined by agreement type.

- AIMS is designed to capture data required to track project deliverables such as performance and financial reports.
- AIMS creates uniformity in how ARS formulates and structures its cooperative agreements and provides a single face for the Agency with our research partners and cooperators.

### **What are the benefits of using AIMS?**

- **Accountability.** The primary benefit of using AIMS is that it significantly improves Agency accountability of extramural project performance and financial expenditures through tracking of project deliverables. Tracking of project deliverables is critical to holding the cooperator accountable for compliance with the terms and conditions of the award.
- **Improved Agreement Review Process.** Currently, the pre-award approval of agreements consists of a review of forms AD-416/417, and ARS 550a. These documents do not contain enough relevant information and data to facilitate a comprehensive review of proposed extramural projects. By providing program managers with the actual project SOW and budget, we get the correct information and data to the appropriate personnel when they need it. The Extramural Agreements Specialist gets needed assistance in determining if the proposed level of effort is consistent with the proposed level of funding and whether the tasks will lead to measurable progress toward the objectives of the agreement.
- **Improved Customer Service.** Through the pre-award review and approval feature, the status of proposed agreements is easily determined. AIMS provides customers the capability of always knowing where proposed agreements are in the system.
- **Program Management.** With AIMS, the Extramural Agreements Specialist will have a management tool to track and identify developing trends in a number of ways, including workload statistics, turnaround time for execution of award, etc.
- **Improved workload management and agreements administration.** AIMS tracks all proposed projects that have been submitted to the Area office for execution and identifies where the proposed project is in the system.
- AIMS also has data retrieval capabilities that will advise the Extramural Agreements Specialist of agreements due to expire, reports that are overdue, and agreements that need to be closed out.

### **Who will be impacted by AIMS?**

- Everyone who is involved in the agreement process will be impacted by AIMS in some manner. Every agreement task, from development of the SOW to approval of financial status and performance reports, will be accomplished through AIMS.

#### *Location, Area, Headquarters Management Units (MU)*

- All ADODRs, through the MU support staff, will be responsible for entering the SOW, Budget, and basic agreement information, e.g., Cooperator name and address, etc., into AIMS.
- Research Leaders, Center Directors, and Location Administrative Officers/Technicians will perform a pre-award review and approval of all proposed agreements entered into AIMS, prior to transmitting the agreement to the Area office.

#### *Area Office*

- Area Directors will perform a pre-award review of the proposed agreement and provide programmatic approval.
- Area Extramural Agreements Specialists will review proposed projects for appropriate selection of agreement type, ensuring the Agency has the authority to conduct the proposed effort, verify accuracy of data in the system, determine the eligibility of the cooperator, conduct final negotiations, and issue the award when it is appropriate.

#### **Who should I contact if I need help with AIMS?**

- Send AIMS technical questions, concerns or problems to:  
[ARS-AIMSHelp@ARS.USDA.GOV](mailto:ARS-AIMSHelp@ARS.USDA.GOV) Technical support is provided by EAD.

#### **Who should I contact if I have agreement questions?**

- Contact your Area ADO with agreement questions.

## **2. ACRONYMS AND DEFINITIONS**

### **Active File**

The Active File holds all approved records released from the Work File, including new agreements and all amendments and corrections. Query the Active File to locate a specific record by clicking "Active" then "AIMS". You **cannot** modify, correct, delete or create records in the Active File.

### **Agreements Types**

ATCA	Assistance Type Cooperative Agreement
GCA	General Cooperative Agreement
MMOU	Master Memorandum of Understanding

MOU	Memorandum of Understanding
NFCA	Non Funded Cooperative Agreement
PG	Project Grant
RCA	Reimbursable Cooperative Agreement
RSA/CRCA	Research Support Agreement & Cost Reimbursable Cooperative Agreement
SCA	Specific Cooperative Agreement
STCA	Standard Cooperative Agreement
TFCA	Trust Fund Cooperative Agreement

### **Authorized Departmental Officer (ADO)**

The ADO is the ARS Official who has received a written delegation of authority to commit agency resources. This individual is responsible for negotiating, awarding, administering, and closing extramural agreements.

### **Authorized Departmental Officer Designated Representative (ADODR)**

The ADODR is the ARS Official who has a written limited delegation of authority from the ADO to represent him/her in the administration of agreements. The ADODR provides ongoing administrative and program oversight of activities that occur under the agreement and provides scientific or technical direction to the Cooperator on behalf of ARS.

### **Advanced Payment Authorized (APA)**

APA is approval to receive payment before services are performed.

### **Collecting Records**

Collecting records is the process used to retrieve a list of agreement records “recently” transmitted from a lower signature level, i.e. from Location to Area. This feature enables users to quickly determine which records have not been reviewed. Records will appear on the collection list until they are accepted.

### **Control Number (CN)**

CN is a unique number automatically generated by AIMS for all new agreements entered into the system. The control number can be used to query the system. It is suggested you record the CN for future use.

### **Correction Record**

Correction Record is created to update or fix information that is outdated or incorrect, such as accounting codes, spelling errors or names and addresses. Once the Correction Record has been released, the new data will override the incorrect data. Correction records will not create an amendment.

### **Electronic Funds Transfer (EFT)**

EFT means the electronic transfer of payment to Cooperator.

### **Agreements Information Management System (AIMS)**

AIMS is ARS' agreements management database (formally ETS).

### **Health and Human Services/Payment Management System (HHS/PMS)**

HHS/PMS is a method of receiving payment by electronic draw down.

### **History**

The historical data for a specific agreement; includes the original agreement and any amendments (excluding the current amendment).

### **Pre-Award Costs Authorized**

Pre-Award Costs Authorized is the authorization to the Cooperator to incur costs prior to the effective date of an agreement. These are unallowable costs without prior authorization or approval.

### **Query a Record**

Query a Record is searching the database for a particular record. Various query screens are available through the database. Enter the search criteria as applicable.

### **Releasing a Record**

Releasing a Record is moving a record from the "Work File" to the "Active File". The process is performed automatically over night.

### **Treasury Check Payment**

Treasury Check Payment is the receipt of payment by paper check from the U.S. Treasury.

### **Work File**

The Work File holds all records until they are approved and released to the Active File. Query the Work File to locate a specific record by clicking "Work", "AIMS", "Action" then "Query Screen". All modifications, corrections, deletions or additions of new records must be performed in the Work File.

## Work Status

The Work Status is a “view only” list of records in the Work File. This list includes two types: approved and released to Active File but have not yet moved through the over night process; unapproved and released (pending actions). Once approved, a check mark will appear in the “Approved” column.

## 3. ICONS, BUTTONS, AND SYMBOLS


The following icons, buttons, and symbols will be used on the tab screens where applicable:


 - Add button

 - Delete button

 - Copy button

% - Wild Card symbol (this symbol may be placed before or after query criteria)

 - LOV or List of Values gives you all the possible values for the particular field. It is typically used when the list available must be queried from a reference table or from another ARS table.

 - This button appears next to fields that have a pick list available for selection. The user must use the pick list to choose the appropriate value. Typing the first letter will cause the correct choice to display in the field.

**Calculate** - Re-calculates the total of specific amounts.

Calendar – Displays a graphical calendar for the selection of a date.

\* - Required fields are designated by the \* in front of the field label. This means a value must be entered for that field.

**Control No** - Buttons appear on the tops of each column on List screens. These buttons are provided to facilitate sorting the records in different orders. Clicking the button the first time will sort the records in ascending order for the field below. Clicking the button again will sort the list in descending order for the field below. The button will continue to toggle between ascending and descending order.



## 4. KEY PLAYERS AND THEIR RESPONSIBILITIES

<ul style="list-style-type: none"> <li>• <b>Area Director (AD)</b></li> </ul>	<p>The <b>AD</b> is responsible for performing a pre-award review of all proposed agreements entered into AIMS and providing programmatic approval.</p>
<ul style="list-style-type: none"> <li>• <b>Authorized Departmental Officer (ADO)</b></li> </ul>	<p>The <b>ADO</b> is responsible for reviewing all proposed agreements for appropriate selection of agreement type, ensuring the Agency has authority to conduct the proposed effort, verifying the accuracy of data in the system, determining the eligibility of the Cooperator and the ADODR, conducting final negotiations, and issuing the award when it is appropriate.</p>
<ul style="list-style-type: none"> <li>• <b>Authorized Departmental Officer's Designated Representative (ADODR)</b></li> </ul>	<p>The <b>ADODR</b> is responsible for entering the SOW, budget, and basic agreement information, e.g., Cooperator name and address, etc., into AIMS.</p>
<ul style="list-style-type: none"> <li>• <b>Center Director (CD)</b></li> </ul>	<p>The <b>CD</b> is responsible for performing a pre-award review of all proposed agreements entered into AIMS, as applicable.</p>
<ul style="list-style-type: none"> <li>• <b>Location Administrative Officer/Technician (LAO/T)</b></li> </ul>	<p>The <b>LAO/T</b> is responsible for performing a pre-award review of all proposed agreements entered into AIMS.</p>
<ul style="list-style-type: none"> <li>• <b>Location Director (LD)</b></li> </ul>	<p>The <b>LD</b> is responsible for performing a pre-award review of all proposed agreements entered into AIMS.</p>
<ul style="list-style-type: none"> <li>• <b>Location Support Staff (LSS)</b></li> </ul>	<p>The <b>LSS</b> is responsible for assisting the ADODR with AIMS data entry requirements.</p>
<ul style="list-style-type: none"> <li>• <b>Research Leader (RL)</b></li> </ul>	<p>The <b>RL</b> is responsible for performing a pre-award review of all proposed agreements entered into AIMS for programmatic relevance, ensuring consistency of performance requirements with project objectives, determining that tasks are adequate to accomplish the objectives of the agreement and that results are measurable.</p>

## 5. LOGIN INSTRUCTIONS

### On the ARIS “Unified Login Page”

- Enter your username
- Enter your password
- Click the “Login” button

## Entering AIMS

### On the ARIS “Menu Screen”

- Click the “AIMS” icon

## 6. ADDING A NEW AGREEMENT

### On the “ARIS - AIMS” Screen

- Select “Work” then “AIMS” from the menu bar

### On the ARIS - Work - AIMS “List” Tab

- Click the “Add Agreement” button

### On the ARIS - Work – AIMS “Agreements” Tab

- Enter the following basic agreement information:
  1. **Agreement number**  
Alpha Characters must be entered at the end of the agreement number.

Some examples:

- 58-1234-1-123 (**Domestic SCA**)
- 58-1234-1-123-F (**Foreign SCA**)
- 58-1234-1-123-**skip**-N (**Domestic NFCA**)
- 58-1234-1-123-F-N (**Foreign NFCA**)
- 58-1234-1-123-**skip**-M (**MOU and Master MOU**)

**Distinguish between the MOU and MMOU in the “Type of Agreement” field.**

58 or 59 (2 digits)	1234 (4 digits)	1 (1 digit)	123 (3 digits)	F (1 alpha character)	M or N (1 alpha character)
59 for Federal Financial Assistance Awards  58 for ALL OTHERS	4 <sup>th</sup> Level mode code identifies the ARS Office/Location responsible for the project	X = Fiscal Year indicator	Sequential Agreement Number assigned by the issuing office	F= Foreign Agreement  <b>Never put the M or N in this field.</b>	M = MOU and MMOU N = Non-Funded Cooperative Agreement

## 2. Type of Agreement (secured field)

**Distinguish between the MOU and MMOU in this field.**

- Click on “?”
- Select an agreement type
- Click “ok”

## 3. Specialist (secured field)

- Click on “?”
- Select a specialist name
- Click “ok”

## 4. Project Number (secured field) or 425 Log Number (only applicable for incoming projects under 25K)

- Click on “?”
- Enter the project number or log number (incoming project under 25K) after the % - without hyphens
- Click “find”
- Highlight the appropriate project or log number
- Click “ok”

## 5. Comments (if applicable); any comments typed in the <comments> field will print on page 2 of the REE-451.

- **For projects under 25K, use the comments field to document the Objective and Approach.**

- Proceed to the next screen by clicking on the “Agency/ADODR/Finance” Tab.

## On the ARIS - Work - AIMS “Agency/ADODR/Finance” Tab

- The Agency, ADODR, and Finance address information will populate automatically. Excluding the Contact field, all information is modifiable.
  - Verify the data.

- Ensure that the ADODR's current mailing address is being used.
- Proceed to the next screen by clicking on the "Cooperator Info" Tab.

### On the ARIS - Work - AIMS "Cooperator Info" Tab

- Enter the following Cooperator Information:
  - 1. Type of Performing Organization (secured field)**
    - Click on "?"
    - Select an Organization Type
    - Click "ok"
  - 2. Cooperator/Sponsor/Recipient (C/S/R) (secured field)**
    - Click on "?"
    - Type "%" and the C/S/R name (%Annapolis)
    - Click "find"
    - Highlight the appropriate C/S/R from the list
    - Click "ok"
    - **Complete the address information**
- **If the Cooperator/Sponsor/Recipient is not in the table, go to Section 16; Adding a New Cooperator/Sponsor/Recipient.**

### 3. C/S/R Designated Representative Information

- Proceed to the next screen by clicking on the "Payment/Report" Tab.

### On the ARIS - Work - AIMS "Payment/Report" Tab

- AIMS will automatically check the appropriate box on the Payment/Report tab. Your Agreement Specialist (ADO) is responsible for verifying the accuracy of this information.
- Proceed to the next screen by clicking on the "Accounting" Tab.

### On the ARIS – Work - AIMS "Accounting" Tab

- Enter the following Accounting Information for each line of data:
  - 1.** Accounting Code
  - 2.** Fiscal Year
  - 3.** Dollar amount
- Add or delete accounting lines with the "+" / "-" buttons.

- Click "Calculate" to total the accounting screen.
- Proceed to the next screen by clicking on the "Provisions" Tab.

### On the ARIS - Work - AIMS "Provisions" Tab

AIMS will automatically check the appropriate boxes based upon the agreement type selected on the "Agreements" Tab. Your Agreement Specialist (ADO) is responsible for verifying the accuracy of this information.

#### IMPORTANT NOTES:

- Mark the "REE-23 Certification Regarding Lobbying" for new agreements, \$100,000.00 or more and amendments that bring an agreement total obligation to \$100,000.00 or more.
- Mark "USDA Civil Rights Poster" for new awards.
- Mark "Comments" if you have entered any on the "Agreements" tab.

**You have completed data entry of the basic agreement information. You have two options:**

#### Option 1: On the ARIS - Work - AIMS "Provisions" Tab

**Return to the "List" Tab.** Returning to the List Tab will allow you to save your new agreement data for future use. **Note the agreement control number (CN) at this time.** The CN can be used to query the system

- Save your record.
- Click the "List" Tab.

#### When returning to add the SOW/Budget:

- Select "Work" then "AIMS" from the menu bar.
- Select "Action" and "Query Screen" for the menu bar.
- Enter the search criteria (CN or Agreement No.).
- Select "Query Execute" from the menu bar to recover the record.
- Follow Option 2; Add the SOW/Budget instructions

#### Option 2: On the ARIS - Work - AIMS "Provisions" Tab

**Add the SOW and Budget to the new agreement.**

- Select “Forms” then click on, “SOW/BUDGET” then click on “ADD SOW – Budget Data” from the menu bar.

## 7. ADDING THE SOW AND BUDGET

Both the Objective and Approach are secured fields and are therefore “view only.” All modifications to these fields must be made through ARIS on the AD-416.

### On the “Obj/App/SOMI” Tab

For the SCA, NFCA, TFCA, and RCA:

- Type or cut/paste the Statement of Mutual Interest.

For the Grant, ATCA, RSA/CRCA, and StCA:

- The SOMI is not applicable
- Proceed to the next screen by clicking on the “SOW: Parties Agree To” Tab.

### On the “Parties Agree To” Tab

For the Grant and ATCA:

- Type the proposed work to be accomplished or completed by the Recipient.

For all other agreement types:

- Type or cut/paste the Cooperator/Recipient/Sponsor’s responsibilities.
- Type or cut/paste ARS’ responsibilities.
- Proceed to the next screen by clicking on the “SOW: Mut Agrees” Tab.

### On the “Mut Agrees” Tab

Mutual Agreements entered on this tab will be preceded by the following paragraphs on the REE-451:

- **Paragraph 1** - Estimated Budget
- **Paragraph 2** - Payment Type
- **Paragraph 3** - Applicable Provisions
- **Paragraph 4** - Correspondence Instructions (Agreement Number)
- **Paragraph 5** - Correspondence Instructions (ADO Address Information)

Based on the agreement type selected, the applicable paragraphs will display on the “Mut Agrees” tab.

See Appendix 1 – Sample SOW for additional information on each paragraph referenced above.

For the SCA, NFCA, TFCA and RCA:

- Type or cut/paste the Mutual Agreements.

**For the Grant, ATCA, RSA/CRCA and StCA:**

- Mutual Agreements are not applicable
- Proceed to the next screen by clicking on the “ARS Reimb/Recv” Tab.

**On the “ARS to Reimb/Recv” Tabs**

The budget tabs that appear in AIMS change based on the agreement type selected. The ARS to reimburse or receive budget information is captured on two (2) tabs.

**For the TFCA and RCA (Incoming Grants):**

- Enter the budget information, if using the ARS forms.

**For all other funded agreement types (SCA, RSA/CRCA, Outgoing Grant, and ATCA):**

- Enter the budget information as applicable.
- Click “calculate” to total categories.
- **To avoid error messages:**
  1. All fields with a dollar amount must have a description.
  2. Type of travel [Domestic or Foreign] must be identified.
  3. Verify that the budget's total and proposed amounts match.
- Proceed to the next screen by clicking on the “ARS In-house” Tab.

**On the “ARS In-house” Tab**

Enter the ARS In-house budget information as applicable.

- Provide **cumulative** totals in all categories, except salaries. All salary costs must be itemized.
- Click “calculate” to total.
- Proceed to the next screen by clicking on the “Coop Contrib” Tab.

**On the “Coop Contrib” Tabs**

The Cooperator contributions are captured on two (2) tabs.

- Enter the Cooperator contributions and indirect cost rate information as applicable
- **To avoid error messages:**
  1. All descriptions must be completed.
  2. Type of travel [Domestic or Foreign] must be identified.

You have completed adding a SOW and Budget. **Don't forget to save your record.**

- Select “Record” and “Save” from the menu bar or click the “Save” on the tool bar.
- Select “File” and “Exit” from the menu bar or click the “Exit” icon on the tool bar. You will return to the “List” Tab.

## 8. AMENDING AN AGREEMENT

An agreement must be in “Active” before an amendment can be created. Once the amendment is created, the user must enter “Work” to input the amendment information.

- Logon and enter AIMS

### On the “ARIS – AIMS” Screen

- Select “Active” then “AIMS” from the menu bar.

### On the “ARIS - Active – AIMS Query” Tab

- Enter the search criteria to retrieve the agreement.

Did you write down the CN? If not, the Agreement Number or Project Number can also be used as the search criteria during a query.

- Select “Query” then “Execute” for the menu bar or press “Enter”.

### On the “ARIS - Active – AIMS List” Tab

- Select the record to be amended.
- Select “Action” then “Create Amendment” from the menu bar.
- Click “yes” at the forms prompt.
- Click “ok” at the processing prompt.
- Select “File” then “Exit” to leave the Active File.

The work record (amendment) creation process has been completed and the record has been placed in “Work”.

### On the “ARIS – AIMS” Screen



The system has already propagated the new amendment number in your work record. Locate the new amendment.

- Select "Work" then "AIMS" from the menu bar.
- Select "Action" then "Query Screen" from the menu bar.
- Enter the search criteria
- Select "Query" then "Execute" from the menu bar or press "Enter".
- Amend the record as needed.

## **9. CREATING A CORRECTION AMENDMENT**

- Select "Active" then "AIMS" from the menu bar.
- Enter the search criteria
- Select "Query" and "Execute" from the menu bar or press "Enter".
- Select the record that requires the correction.
- Select "Action" then "Create Correction" from the toolbar.
- Click "yes" at the continuation prompt.
- Click "ok" at record processing prompt.

The work record (correction) creation process has been completed and the record has been placed in "Work".

## **10. PRINTING AN AGREEMENT**

There are five (5) print options in AIMS.

1. Create 451 (only)
  2. Create 451 with comments
  3. Create 451 Package (all forms marked on the 451)
  4. Create SOW (only)
  5. Create Budget (only)
- Select the record that requires printing.

- Select "Prints" and print option 1, 2, 3, 4 or 5 from the menu bar.

Printed budgets include the REE-454 or 455 (page 1) and a budget narrative (page 2). The budget narrative provides an itemized description by category and corresponds to the REE budget form.

See Appendix B - Sample Cooperative Agreement Budget.

## **11. COLLECTING RECORDS**

This feature enables a user to determine which records have not been reviewed. Records will appear on the collected list until they are accepted. Records cannot be modified from this screen.

- Select "Work" then "AIMS" from the menu bar.
- Select "Action" then "Collect Record(s)" from the menu bar.

To remove records from the collected list:

- Select the record.
- Select "Action" then "Accept Record(s)" from the menu bar. The record collection status will show as "Y" and will not appear the next time you collect records.

## **12. PRE-AWARD REVIEW AND SIGNATURES**

The Research Leaders, Center/Location Directors, LAO, Area Directors (NPS DA), and ADO are responsible for reviewing the agreements entered into AIMS in accordance with Section 4, of this instruction guide.

Upon completion of this review:

- Enter your signature code on the "Signature" Tab.
- Check "Approved" or "Disapproved"
- Enter detailed remarks, if not approved. (Required)

## **13. VIEWING THE STATUS OF RECORDS**

Status of records can be viewed in "Work Status". The "Submission Level" indicates where the agreement is in the system.

- Click the "AIMS" icon

- On the ARIS – AIMS screen, select “Work Status” then “AIMS” from the menu bar.
- Select “Action” then “Query” from the menu bar.
- Enter the search criteria
- Select “Query” then “Execute” from the menu bar or press “Enter”.

## 14. TRACKING AGREEMENT DELIVERABLES

### Financial and Performance Reports

#### On the “AIMS” Screen

To view and/or update the reports schedule:

- Select “Tracking” then “Performance or Financial” from the menu bar.
  - All agreements that have reports that are due or over due will appear on the list tab.
  - ADOs will enter the date approved reports are received.
- Select the agreement and click on the “tracking information” tab to see more detailed information or to update the record.
  - The query feature is also an option to locate records in this section.

## 15. EXPIRED AGREEMENTS

#### On the AIMS Screen

To view the agreements due to expire within 90 days by:

- Select “Active” then “Show expired within 90 days” from the menu bar.
  - All agreements that are expired or due to expire within 90 days of the current day will appear on the list.
- Select the agreement and click on the “Agreement”, “Agy/ADODR/Finance”, and “Cooperator. Info”, etc. to see more detailed agreement information.

## 16. ADDING A NEW COOPERATOR/SPONSOR/RECIPIENT

- Email requests to add New Cooperator/Sponsor/Recipient to:

[ARS-AIMSHelp@ARS.USDA.GOV](mailto:ARS-AIMSHelp@ARS.USDA.GOV)

- Include the following information:
  1. Cooperator/Sponsor or Recipient Name
  2. Type of performing Organization Code (Appendix C)
  3. City, State, Zip

## 17. APPENDIX A- SAMPLE SOW

Agricultural Research Service  
Agreements Information Management System  
Statement of Work

**Agreement No. 58-XXXX-X-XXX-X-X**  
**Purdue University**

---

**Title:** Agriculture Network Information Center (AgNIC) Metadata Development, a Cooperative Model

### **OBJECTIVE:**

The objective of the cooperative effort between Purdue University and the National Agricultural Library (NAL) is to create metadata [descriptions of resources] previously digitized publications. These publications are those produced by the USDA under the series *Home and Garden Bulletin*. Metadata will be added to the Agriculture Network Information Center (AgNIC) database and to make the full-text resources accessible over the Internet. AgNIC is an alliance of over 50 member institutions. Purdue and NAL have a history of partnership creating specific products for its customers. Purdue University has been active in AgNIC since its inception in 1994. Together, Purdue and NAL will create a searchable database of full-text publications which will provide broad access to over 50 years of valuable agricultural literature and research.

### **APPROACH:**

Purdue will create brief Dublin Core records for each publication adding those records to the existing database. All records will be linked to the full-text publication for full public access through AgNIC. AgNIC at NAL will maintain the database.

## STATEMENT OF MUTUAL INTEREST:

The partners agree that the objectives of this agreement will enhance the AgNIC system and promote each institution's overall objectives of improving access to agricultural information and research. This cooperative agreement will facilitate expanding access to valuable publications created by USDA and others over the years. NAL has the largest and most complete sets of many USDA serially produced publications. Purdue has the expertise and understanding of research needs across the agricultural sciences. Enhanced public access to information which will result from this effort satisfies a basic component of NAL's mission - to advance access to global agricultural information.

## THE COOPERATOR AGREES TO:

1. Create records in the AgNIC database, with over 300 records created within the first 6 months.
2. Consult with the NAL Thesaurus Coordinator regarding vocabulary assignment.
3. Insure that all records are shared with the AGRICOLA database for further distribution.
4. Purdue will report statistics every 6 months to the AgNIC Secretariat.
5. Meet with AgNIC coordinator two times a year to discuss cooperative project progress and adjust plan.

## ARS AGREES TO:

1. Provide an ADODR to coordinate the project between NAL and the cooperator.
2. Work with Purdue staff to answer questions on creating records for the digital publications.
3. Review records for inclusion into the AGRICOLA database.
4. Maintain update on progress of record creation.
5. Meet with Purdue representative two times a year to discuss cooperative project progress and adjust plan.

## MUTUAL AGREEMENTS:

1. The agreement budget, Form REE-454, is hereby incorporated into the agreement. NAL will reimburse for salaries of cooperator personnel, travel of cooperator personnel, and other direct costs in an amount of **\$1,915.98** and will contribute in-house resources in an amount of **\$2,172.00**. As evidence of the Cooperator's contribution to this joint research effort, the cooperator will furnish necessary personnel in an amount estimated to be **\$1,978.00**.

**Comment [MSOffice1]:**  
The estimated budget data populates from the REE 454.

2. Payment to the Cooperator will be made through: HHS/Payment Management System.

**Comment [MSOffice2]:**  
The payment type data populates from the REE-451.

3. See General on the website: [www.afm.ars.usda.gov/lead/index.htm](http://www.afm.ars.usda.gov/lead/index.htm) under "Applicable Provisions".

**Comment [MSOffice3]:**  
The applicable provisions reference populates from the REE-451.

4. Correspondence and documentation submitted by the Cooperator to the ADODR in reference to this Agreement should cite Agreement Number 58-8201-5-101.

**Comment [MSOffice4]:**  
The agreement number cited populates from the REE-451.

5. Copies of all correspondence and documentation between the Cooperator and the ADODR shall be sent by the originating party to the ADO at:

Deadra Perry  
USDA, ARS, AFM  
Extramural Agreements Division  
5601 Sunnyside Avenue, Rm. 3-2170B  
Beltsville, MD 20705-5110

**Comment [MSOffice5]:**  
The ADO's address information populates from the REE-451.

## 18. APPENDIX B – Page 1

### SAMPLE COOPERATIVE AGREEMENT BUDGET

U.S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH SERVICE  
COOPERATIVE AGREEMENT BUDGET

COOPERATOR UNIVERSITY OF MARYLAND/EASTERN SHORE AGREEMENT NO. 58-0101-5-069	ARS TO REIMBURSE	ARS IN-HOUSE COSTS	COOPERATOR CONTRIBUTIONS
<b>A. Salaries and Wages</b>			
1. PI(s)/PO(s) .....	\$0.00	\$0.00	\$0.00
2. Other Professional Personnel .....	\$79,122.00	\$80,000.00	\$0.00
3. Support Personnel .....	\$0.00	\$0.00	\$515.00
Total Wages and Salaries .....	\$79,122.00	\$80,000.00	\$515.00
<b>B. Fringe Benefits (if charged as Direct Costs) .....</b>	\$3,000.00	\$500.00	\$0.00
<b>C. Total Salaries, Wages, and Fringe Benefits (A plus B) .....</b>	\$82,122.00	\$80,500.00	\$515.00
<b>D. Nonexpendable Equipment (Attach supporting data) (List items and dollar amounts for each item)</b> .....	\$5,000.00	\$6,000.00	\$0.00
<b>E. Materials and Supplies .....</b>	\$300.00	\$500.00	\$0.00
<b>F. Travel</b>			
1. Domestic (including Canada) .....	\$5,000.00	\$5,888.00	\$0.00
2. Foreign (List destination and amount for each trip) .....	\$3,000.00	\$1,000.00	\$0.00
<b>G. Publication Costs/Page Charges .....</b>	\$100.00	\$000.00	\$0.00
<b>H. Automated Data Processing (Computed Costs) .....</b>	\$5,000.00	\$50,812.00	\$0.00
<b>I. Sub Contract Costs .....</b>	\$6,000.00	\$5,065.00	\$0.00
<b>J. All Other Direct Costs (Attach supporting data) (List items and dollar amounts for each item)</b> .....	\$500.00	\$400.00	\$0.00
<b>K. Total Direct Costs (C through J) .....</b>	\$107,022.00	\$69,565.00	\$515.00
<b>L. Indirect Costs (Specify rate and base) .....</b>			
Rate : .....			
Base : .....	\$8,000.00	\$0.00	\$51,224.00
<b>M. Total Costs (K plus L) .....</b>	\$115,022.00	\$150,065.00	\$51,739.00
<p>NOTES:</p> <ol style="list-style-type: none"> <li>1. A separate budget is required for each funding period.</li> <li>2. Federal Statute (7 U.S.C. 3318 (b)(1)(B)) requires a contribution of resources by all parties toward meeting the objectives of the Cooperative Agreement.</li> <li>3. ARS is prohibited from reimbursing State Cooperative institutions for indirect costs or tuition remission. Indirect costs will be reimbursed only upon receipt of an approved indirect Cost Rate Schedule.</li> <li>4. Costs covered indirect costs may be used to meet a portion of the resource contribution requirement toward the cooperative effort.</li> <li>5. Unallowable costs as defined in OMB Circulars A-21, A-122, or A-87 as applicable, cannot be considered a resource contribution.</li> </ol>			

ARS 461 (10/85)

## 18. APPENDIX B – Page 2

### SAMPLE COOPERATIVE AGREEMENT BUDGET

U.S. DEPARTMENT OF AGRICULTURE  
 AGRICULTURAL RESEARCH SERVICE  
 COOPERATIVE AGREEMENT BUDGET  
 BUDGET NARRATIVE FOR 58-0101-5-069

<b>Nonexpendable Equipment</b>	
<u>Item</u>	<u>Cost</u>
Truck	\$5,000.00
<b>Materials and Supplies</b>	
<u>Item</u>	<u>Cost</u>
books	\$300.00
<b>Travel - Foreign</b>	
<u>Item</u>	<u>Cost</u>
Paris	\$3,000.00
<b>Other Direct Costs - Subcontracts</b>	
<u>Item</u>	<u>Cost</u>
Rental equipment	\$500.00



## 19. APPENDIX C – TYPE OF PERFORMING ORGANIZATION CHART

01	US	USDA/ARS Laboratory
02	FR	Other Federal Agency
03	SA	State Agricultural Experiment Station
04	LG	1862 Land Grant College
05	HB	1890 Land Grant College or Tuskegee Inst.
06	PR	Private University or College
07	PU	Public University or College
08	PP	Private for Profit Organization
09	PN	Private non-Profit Organization
10	SL	State or Local Government

## 19. APPENDIX C - PAGE 2

11	VE	Veterinary School or College
12	CO	Cooperative Extension Service
13	SB	Small Business
14	MO	Minority-owned Business
15	FO	Female-owned Business
16	OT	Other
17	IN	Individual
18	HI	Hispanic Institutions